
CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

915 CAPITOL MALL, ROOM 485
SACRAMENTO, CA 95814
TELEPHONE: (916) 654-6340
FAX: (916) 654-6033



William Pavao
Executive Director

MEMBERS:

Philip Angelides, Chair
State Treasurer

Michael Genest, Director
Department of Finance

Steve Westly
State Controller

JOB OPPORTUNITY BULLETIN

Class:	Office Technician (Typing)
Tenure:	Permanent
Time Base:	Full-Time
Salary:	\$2510 - \$3050

Under the general direction of the Executive Director and the day to day supervision of the Executive Assistant, this position provides administrative support for Tax Credit Allocation Committee (TCAC). This position performs duties involving extensive public contact.

SPECIFIC DUTIES INCLUDE:

- Tactfully answer and screen all incoming telephone calls. Answers inquiries of a sensitive nature that require knowledge of the California Tax Credit Allocation Committee policies and procedures.
- Independently prepares, types and edits, for the Committee's professional staff, correspondence to local government agencies, members of private sector firms and the general public concerning scheduled meetings, project applicant and reservation lists, the committee's mailing list and other committee related documents; assists in the preparation of Committee meetings; and exercises discretion when dealing with sensitive and confidential information.
- Independently responds to basic general information requests from various entities requesting TCAC information, application packages and other mailings; assists the general public relating to Freedom of Information Act request processing, including preparing the correspondence transmitting the requested information; and assists in entering compliance data on ACCESS.
- Types, edits and maintains complex technical documents pertaining to the Committee's administrative responsibilities, such as invoices, training requests and other information and materials; maintain mailing list data base; type and edit correspondence prepared by the Executive Director.
- Process all outgoing Committee documents and maintain chronological record; process all incoming correspondence and distributes to appropriate staff; provide clerical support for TCAC staff.

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).
- Excellent interpersonal and communication skills.
- Good work habits and dependability.
- Ability to handle multiple projects.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as an Office Technician (Typing) or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "342-1139-003" next to the classification on your application/resume, i.e., Office Technician (Typing), CTCAC (342-1139-003).

FINAL FILING DATE:

Applications will be accepted until filled. Applicants will be screened and the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. The CEFA complies with the American with Disabilities Act (ADA). If you need additional information or assistance, please contact CTCAC at (916) 654-6340 or TDD (916) 654-9922.

CTCAC:kd
09/13/06